(04-94)		·					PAGE	0 PAGE			
	R SUPPLIES OR SE			<u> </u>			F 8				
IMPORTANT: Ma	ers with contract a			umbers.	1.555	1					
1. DATE OF ORDERUG 1 6 2002 1. CONTRACT NO. (If any) GS-15F-0075K				DER NO. 101-02WT	00095 M000		UISITION/REFE T00095 000	RENCE NO.			
5. ISSUING OFFICE (Address correspondence to) U.S. Department of Energy, Office of Hqs Procurement Service, ME-641.2 1000 Independence Avenue, SW, Washington, DC 20585				DE-AM01-02WT00095.M000 01-02WT00095.000 6, SHIP TO: (Consignee and address, ZIP Code) U.S. Department of Energy Office of Worker Transition, WT-1 1000 Independence Avenue, SW							
BUYER B. Lardizabal	NO. 287-1479	CODE A268			nantown, MD 20						
	R (Name, address and ZIP Code)				OF ORDER PURCHASE-R	eference your				
Nethot Development, Inc. Quickhire Attn: Mr. Chris McCarrick 515 Wythe Street Alexandria, VA 22314				Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheets, if any, including task as indicated. This purchase is negotiated under authority of:							
FEDTAXID# 54-168-5	852				reverse, this t side only of th	ask order is subjec	billing instructions on to instructions conta ed subject to the terms	ined on this			
	D APPROPRIATION DATA 3&R NUMBER OBJ CLASS A Item 8	DS/TTP	Contra Repres	EQUISITION cting Office sentative (Baney		NO. (20) 586-375		DE WT-1			
AFP CFA NUME	BER DOLLAR AMOUNT		<u></u>		IESS CLASSIFICATION (Check appropriate box(es))						
			X SMA	,	OTHER TH SMALL	AD	VANTAGED ^	WOMAN - OWNED			
12. F. O. B, POINT Destination 14. GOVERNMENT B 13. PLACE OF INSPECTION AND ACCEPTANCE			L NO.	ON PERIO	LIVER TO F.O.I OR BEFORE <i>(L</i> O OF PERFORM 2002 <i>–</i> 6/30/200	Date) MANCE	16. DISCOUN Net/30	T TERMS			
13. FEACE OF INSPEC	HON AND ACCEPTANCE			0/19/2	.002 - 0/30/200	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,					
		17. SCHEDULE (See			tions)	LIMPT		CHANTER			
ITEM NO (A)	SUPPLIES OR S (B)		ORD	NTITY ERED C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)			
1.	Provide the U.S. Department of Energy (DOE) Office of Worker Transition, DOE nation-wide employee outplacement services, as specified, per attached statement of work (SIN-595-21B). All work will be in accordance with the attached statement of work (Attachment 1) and performed pursuant to QuickHire technical and price proposal of 5/03/2002. The master task order may be utilized by DOE Management and Operating (M&O) contractors for their employees performing services for DOE (see Attachment 2 for list of authorized M&O contractors). All DOE Contracting Officers are authorized to issue Delivery Orders for services identified in the statement of work (See Attachment 2). The use of this task order is voluntary. Therefore, the contractor may market their services based on the Statement of Work to various sites. The contractor will coordinate their site visits through the DOE COR. It is incumbent on the contractor to provide exceptional service and thereby increase orders placed under the master contract.			VOICE NO			Task Order N DE-AM01-02' Accepted. Original sign Printed Nam Linda Taylor Date 8/1502	wT00095 ature on file			
SEE BILLING INSTRUCTIONS ON REVERSE	WE	GROSS SHIPPING	20. 11					← (Cont. (pages)			
	21. MAIL INVOICE TO: (Include USDOE, OHAO, Accounts Pa Germantown, MD 20875-0500	yable Division, P.O. Bo					\$ 16,651,833	T7. (I) ← GRANE TOTAL			
22. UNITED STATES	SOFAMERICA → 🖋	11	23. N	IAME /Tv	rped)						

DER FOR SUPPLIES OR SERVICES SCHEDULE – CONTINUATION

PAGE NO.

MPORTANT: Mark all packages and papers with contract and/or order number ATE OF ORDER CONTRACT NO. AUG 1 6 2002 GS-15F-0075K		ORDER NO. DE-AM01-02WT00095.M000					
ITEM NO	SUPPLIES OR SE		QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTIT ACCEPTE (G)
	This award is in two parts. The outplacement services will be fixed-price per employee. Ancillary labor support services is Time-and-Materials based.			1=7	\- /		\-\\-\\-\
2.	Government Estimates			:			
	The following table contains the minimum and maximum quantities of people who may receive services under the master task order for placement. The ancillary labor has no minimum purchase and will be ordered on an as-needed basis. Quantities in excess of the minimum are not guaranteed. INDIVIDUAL OUTPLACEMENT SERVICES:						
	INDIVIDUAL OUTPLACEMENT S	SERVICES:					
	Persons:	Minimum - Maximum					
	Year 1 (8/19/2002 - 6/30/2002) Year 2 (7/01/2003 - 6/30/2004) Year 3 (7/01/2004 - 6/30/2005) Year 4 (7/01/2005 - 6/30/2006) Year 5 (7/01/2006 - 6/30/2007) ANCILLARY LABOR SERVICES	1 7,500 0 5,000 0 5,000 0 3,000 0 2,500					
	Hours:	Minimum - Maximum					
	Year 1 (8/19/2002 - 6/30/2002) Year 2 (7/01/2003 - 6/30/2004) Year 3 (7/01/2004 - 6/30/2005) Year 4 (7/01/2005 - 6/30/2006) Year 5 (7/01/2006 - 6/30/2007)	0 4,230 0 3,173 0 2,380 0 1,190 0 1,190					
3.	The following table provides prassignment to the outplacement Additionally, it provides for hou labor categories of personnel pexpertise by QuickHire/Manche ancillary labor is to be ordered excess of the per person place ancillary labor is not to support associated with the outplacement or work for further dewill contain a line item for reiming per diem. DOE M&O users and Contracting Officers will coordiwith the contractor for the purp travel and per diem amounts. Will be reimbursed at cost, and handling costs will be added. Freimbursed based on U.S. fede	t program. Irly prices for ancillary roviding specialized ster by year. The for special projects in ment services. The error perform the work ent program. See the etail. Delivery orders bursement of travel and DOE Federal nate proposed work lose of negotiating the All travel and per diem no fee/profit or All travel will be					
	·						

'DER FOR SUPPLIES OR SERVICES SCHEDULE – CONTINUATION

PAGE NO.

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER	AUG 1 6 2002 CONTRACT NO. GS-15F-0075K	R NO. M01-02WT000	095.M000			
ITEM NO	SUPPLIES OR SERVICES					
(A)	(B)	(C)	(D)	(E)	(F)	(G)
		Maximum Number of	GSA Schedule	Discount Rate	Discount Price Per	Total Not
		People	Price Per Person	Nate	Person	Exceed
3a.	Year 1 (8/19/2002 6/30/2002)	7,500	\$750.00	20%	\$599.00	
	Year 2 (7/01/2003 6/30/2004)	5,000	\$785.71	21%	\$618.47	i
	Year 3 (7/01/2004 ~ 6/30/2005)	5,000	\$828.57	23%	\$638.57	
	Year 4 (7/01/2005 - 6/30/2006)	3,000	871.43	24%	\$659.32	
	Year 5 (7/01/2006 ~ 6/30/2007)	2,500	914.29	26%	\$680.75	
	TOTAL OUTPLACEMENT SERVICES:					\$14,457,51
3b.	Ancillary Labor Support Services	Price Per	Effective	Discount	Discount	
		Hour	Date for	Rate	Price Per	
	Duta Maria (O. 1 LIV.)	 	Rate		Hour	
	Project Manager (QuickHire)	\$154.52	7/01/02	12.6%	\$135.00	
	Project Manager (QuickHire)	\$162.24	7/30/02	14.1%	\$139.39	
	Project Manager (QuickHire)	\$170.36	7/30/03	15.5%	\$143.92	
	Project Manager (QuickHire)	\$178.87	7/30/04	16.9%	\$148.59	
	Project Manager (QuickHire)	\$187.81	7/30/05	18.3%	\$153.42	
	Project Manager (QuickHire)	\$187.81	7/30/06	18.3%	\$153.42	See note (*
	Training Specialist (Manchester)	\$ 90.00	7/01/02	16.7%	\$ 75.00	 -
	Training Specialist (Manchester)	\$95.00	12/03/02	18.5%	\$ 77.44	
	Training Specialist (Manchester)	\$ 99.00	12/03/03	19.2%	\$79.95	
	Training Specialist (Manchester)	\$104.00	12/03/04	20.6%	\$ 82.55	
	Training Specialist (Manchester)	\$109.00	12/03/05	21.8%	\$ 85.24	
	Training Specialist (Manchester)	\$109.00	12/03/06	21.8%	\$ 85.24	See note (*
	Outplacement Consultant (Manchester)	\$105.00	7/01/02	9.5%	\$ 95.00	
	Outplacement Consultant (Manchester)	\$110.00	12/03/02	10.8%	\$ 98.09	
	Outplacement Consultant (Manchester)	\$116.00	12/03/03	12.7%	\$101.28	
	Outplacement Consultant (Manchester)	\$122.00	12/03/04	14.3%	\$104.57	
	Outplacement Consultant (Manchester)	\$128.00	12/03/05	15.7%	\$107.97	
	Outplacement Consultant (Manchester)	\$128.00	12/03/06	15.7%	\$107.97	See note
	Note(*)	 -				<u> </u>
	Rate is subject to modification at GSA's election to					
	extend or renew QuickHire or Manchester, Inc. FSS	ſ	1			
	Schedule 738X . The discount indicated will be applied	1		1	ļ	
	to the new rate under their GSA contract for the	(ĺ	·	ĺ	
	applicable time-period. The DOE will revise the labor					
	rate(s) to incorporate the lowest of the two rates, i.e.,	1			ì	ł
	the existing rate in the task order or the new GSA rate			Ì		
	discounted in accordance with the task order.				1	
	TOTAL ANCILLARY SERVICES NOT TO EXCEED:					
			i I			\$2,192,32
						1
	1	J	1]	1
				1		j
						ļ

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

DER FOR SUPPLIES OR SERVICES SCHEDULE - CONTINUATION

PAGE NO.

4

IMPORTANT: Mark all packages and papers with contract and/or order numbers. CONTRACT NO. ORDER NO. DATE OF ORDER AUG 16 2002 GS-15F-0075K DE-AM01-02WT00095.M000 QUANTITY UNIT **QUANTITY** ITEM NO SUPPLIES OR SERVICES ORDERED UNIT PRICE AMOUNT **ACCEPTED** (C) (D) (B) (E) (F) (G) (A) INDEFINITE QUANTITY (FAR 52.216-22) 4. (a) This is an indefinite-quantity contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies or services specified in the Schedule are estimates only and are not purchased by this contract. (b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. The contractor shall furnish to the Government, when and if ordered, the supplies and services specified in the Schedule up to and including the quantity designated in the Schedule as the "maximum". The Government shall order at least the quantity of supplies or services listed in the schedule as the "minimum". (c) Except for any limitations on quantities in the Delivery-Order Limitations clause or in the Schedule, there is no limit on the number of orders that may be issued. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations. (d) Any order issued during the effective period of this contract and not completed within that period shall be completed by the contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract ninety (90) days after contract expiration date. 5. ORDERING - FAR 52.216-18 (APR 1984) (a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders by the individuals or activities designated by the schedule. Such orders may be issued from date of contract award through expiration date of contract's period of performance. (b) All delivery orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order and this contract, the contract shall control. (c) If mailed, a delivery order is considered "issued" when the Government deposits the order in the mail. Orders may be issued orally or by written telecommunications only if authorized by the schedule. **DELIVERY ORDER-LIMITATIONS - FAR 52.216-19 (APR** 6. 1984) (a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than the Guaranteed Minimum Quantity, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

ORDER FOR SUPPLIES OR SERVICES SCHEDULE – CONTINUATION

PAGE NO.

5

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

TE OF ORDER	AUG 1 6 2002	CONTRACT NO. GS-15F-0075K		i i	ORDER NO. DE-AM01-02WT00095.M000			
ITEM NO	SUPPLIE	S OR SERVICES	QUANTITY ORDERED (C)	UNIT	UNIT PRICE (F)	AMOUNT (F)	QUANTIT ACCEPTE	
(A)	honor- (1) Any or excess of maximum quar (2) Any or excess of the maximum of excess of the maximum of excess of the maximum of exceeding office within 5 day exceeding the limitation in the exceeding the limitation in the exceeding the limitation in the exceeding the limitation Regular or equired to order a path of exceeding the exceeding the limitations in parage of the exceeding the exceeding the limitations in parage order limitations in parage orders) is returned to the issuance, with written not	der for a combination of items in quantity contained in Table 1 or, as of orders from the same ays that together call for quantities in subparagraph (1) or (2) above. Its contract (i.e. includes the subsection 52.216-21 of the lation (FAR), the Government is not of any one requirement from a uirement exceeds the maximum raph (b) above. Ographs (b) and (c) above, the by order exceeding the maximum raph (b), unless that order (or ordering office within 5 days after tice stating the Contractor's intentice.	(C)	(D)	(E)	(F)	(G)	
7.	Upon receiving this notice the supplies or services for the supplies or services for DELIVERY ORDER AUT Delivery Order(s) is: Quantity task order must contractor employees directors.	HORIZATION sued under this master Indefinite- be for the express use of DOE ectly servicing the DOE, and are						
	provides a list of authoriz Operating (M & O) contra services are not specifica contractor on the list. Ma approval from Mr. Robert Mr. Tony Carter, WT-1 (2 delivery order. DOE Fed authorized to issue delive DOE Federal employees (Copies of the delivery or	irectly or indirectly. Attachment 2 led DOE Management and actors; however, outplacement ally directed to any specific & Contractors must receive prior to Baney, WT-1 (202/586-3751) or 202/586-3323) before issuing their ideal Contracting Officers are also erry orders to provide services for and DOE M & O contractors. In one week of the issuance of a						
	value. Credit card paym Indefinite-Quantity task of In emergency situations	nust be fully funded to their full ents are not authorized under this order. orders for services may be placed a Delivery Orders by an authorizing						
	individual. Such orders v order is placed. Telepho	vill be note the date and time the ne or facsimile Delivery Orders will Delivery Order on the next U.S.						

DER FOR SUPPLIES OR SERVICES SCHEDULE – CONTINUATION

PAGE NO.

6

IMPORTANT: Mark	all packages and papers with	contract and/or order number	rs.				
DATE OF ORDER	AUG 1 6 2002	CONTRACT NO.		ORDE		05 11000	
ITEM NO (A)	SUPPLIES C	GS-15F-0075K OR SERVICES B)	QUANTITY ORDERED (C)	UNIT (D)	M01-02WT000 UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
8.	DELIVERY ORDER OUTPLA						
		d by the ordering office (DOE acting Officers) under this					
	(1) Date of order. (2) Indefinite-Quantity delivery order number. (3) Item number and deprice. (4) Any authorized trav (5) Performance date(s) (6) Place of delivery or consignee). (7) Accounting and app (8) Billing Instructions (9) All delivery orders r (10) Any other pertinent (11) Any special reporti	escription, quantity, and unit rel and per diem. s). performance (including propriation data. must be fully funded. t information.					
	authorizing official. (12) For services orders	ed under this task order the					
	Authorizing Official will provito pay travel expenses in according to pay travel expenses in according to pay travel expenses in according to the dispersion of the travel of the dispersion of	de a reimbursable travel pool cordance with U.S. ons. Rental of cars must be elivery order and included with der value will be stated on a y the outplacement service in fixed price. Ancillary labor ordance with Block 17, sk order, only for those hours be contractor employee is on aining on site for a period in the DOE will reimburse the once every 14 calendar ovide monthly reports e, name, quantity of hours and					
	services" will be billed on a recontractor's progress of the detailed progress schedule; & O contractor or DOE feder flexibility to determine the arpayment. However, in no excontractor bill or the M & O of the M &	individuals as measured by the previously approved. Each M ral Contracting Officer has the mount of each progress vent will the outplacement contractor authorize payments a excess of the Delivery Order					
			<u> </u>		 		<u> </u>
	TOTAL	L CARRIED FORWARD	TO 1ST PAG	E (ITEM 17)	(H)) →		

DER FOR SUPPLIES OR SERVICES SCHEDULE – CONTINUATION

PAGE NO.

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER CONTRACT NO. ORDER NO. AUG 1 6 2002 GS-15F-0075K DE-AM01-02WT00095.M000 QUANTITY UNIT QUANTITY ITEM NO SUPPLIES OR SERVICES ORDERED PRICE **AMOUNT** UNIT ACCEPTED (B) (C) (D) (E) (G) (A) (F) (14) One copy of each Delivery Order will be provided to: Ben Lardizabal Contract Specialist ME-641.2/L'Enfant Plaza Building U.S. Department of Energy 1000 Independence Avenue, SW Washington, DC 20585-1615 **BILLING INSTRUCTIONS (APR 1990)** 9. Each delivery order placed by the ordering office (DOE M & O or DOE federal Contracting Officers) under this Indefinite-Quantity task order shall contain the following billing instructions: (a) The Contractor shall submit the original and one copy of invoices or vouchers in accordance with the Payments provisions of this delivery order. At the discretion of the issuing Contracting Officer and invoiceapproving official, the contractor will be permitted to bill progress payments against work identified in the delivery order. The contractor will be required to submit a report with each billing period (once per month) to identify each item authorized by each delivery order including the amount requested this period and the cumulative amount for each item. In no event will contractor be entitled to an amount in excess of the prices or value identified in the delivery order. The prices will be based on the period in which the delivery order was issued. For example, A delivery order issued for item 1 for \$2,000 in year one, but not completed until year two, will still have the maximum value of \$2,000, even if year two's price for the same service is \$2,500. Invoicing for the ancillary labor hour services described in the delivery order will be made on a monthly basis. The contractor will be entitled to bill the labor rates currently in effect in the contract at the time the service is rendered. The contractor will not add any additional fees or indirect rates to the hourly charges. Contractor may only bill for the actual hours incurred. The invoice will also contain a certification signed by the Contractor to the effect that: "Under penalty of law, QuickHire, certifies that the invoice is truthful and accurate, and that the services and charges set forth herein comply with the terms and conditions of the subject contract, and that the costs and charges set forth herein are necessary and reasonable." TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

OER FOR SUPPLIES OR SERVICES SCHEDULE – CONTINUATION

PAGE NO.

8

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER CONTRACT NO. ORDER NO. AUG 16 2002 GS-15F-0075K DE-AM01-02WT00095.M000 QUANTITY UNIT QUANTITY ITEM NO SUPPLIES OR SERVICES ORDERED UNIT PRICE AMOUNT ACCEPTED (C) (D) (E) (F) (G) (A) 10. INCURRING OF COST WHILE IN TRANSIT: The contractor and contractor consultant(s) will not charge the DOE for time in transit between locations. e.g., local travel time between the contractor's point office in the Washington, DC metropolitan area and the Forrestal Building, or long distance travel between the contractor's point office in the Washington, DC metropolitan area and the Oak Ridge, TN laboratory. The only exception to this clause is where the contractor had conducted a meeting or support of the task order while in transit. **FUNDING** 11. Task Order DE-AM01-02WT00095.M000 is not funded. Full funding will be made available under each delivery order issued. The contractor will not accept or perform work under any delivery order that does not provide full funding. TERMINATION FOR CONVENIENCE OF THE 12. GOVERNMENT (SERVICES) (SHORT FORM) (APR 1984) FAR 52.249-4 The Contracting Officer, by written Notice, may terminate this contract, in whole or in part, when it is in the Government's interest. If this contract is terminated, the Government shall be liable only for payment under the payment provisions of this contract for services rendered before the effective date of termination. ATTACHMENTS: Statement of Work **Listing of DOE M&O Contractors**

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

STATEMENT OF WORK

This is a Performance-Based task order. The contractor will be evaluated once per year. Ratings will be provided to the contractor for comment. Poor performance or receiving an unsatisfactory rating will result in the Department of Energy (DOE) not exercising the next option period. The contractor agrees that unacceptable work as designated by the Contracting Officer Representative (COR) must be corrected by the contractor at no additional cost to the DOE.

Performance Requirements in this task order are expressed in the following manner:

Each performance requirement will contain the following three elements. In each case, when taken together, these elements constitute a performance requirement.

- Performance Objective A statement of the outcome or results expected in a specific work area.
- Performance Measures The critical few characteristics or aspects of achieving an objective that will be monitored by the Government, those things that the Government will be gathering data about. Each objective may have one or more measures.
- Performance Expectations The targeted level or range of levels of performance for each performance measure. If the expectations are not identified in the basic task order, the COR will identify the expectations for each measure and incorporate them into the specific task assignments.
- Performance Objectives, Measures and Expectations, are specifically identified only for the primary work required under the statement of work, Career/Life Assessment, Job Search, Entrepreneurship, and Continuing Education. All other requirements will be ordered under separate delivery orders on a case-by-case basis, as required by the DOE COR. The performance requirements will be included in the statement of work issued for the individual delivery orders.

The contractor will provide all the required services in accordance with their proposal dated May 3, 2002.

- A. <u>Career/Life assessment</u> The contractor will provide services for the following subjects:
 - Individual/Family Values and Skills Assessment
 - Job Market Information and Evaluation
 - Personal Financial Assessment
 - Career Continuation Alternatives
 - Personal Decision-making Model
 - Personal Plan Development
- B. <u>Job Search</u> The contractor will provide services for the following subjects:
 - Career Goals/Objectives
 - Personal Marketing of Skills
 - Resume Preparation
 - Job Lead Development
 - Job Marketing Strategy
 - Communication Skill Development
 - Interview Training
 - Assessing and Negotiating Opportunities
 - Technology Training

DE-AT01-02WT00095.M000 Attachment 1

- Job Networking matching individuals to particular companies.
- C. <u>Entrepreneurship</u> The contractor will provide services for the following subjects:
 - Entrepreneurship Profile
 - Business-for-Self
 - Business Acquisition
 - Retirement Options
 - Business Development Planning
 - Financial Security Planning
- D. <u>Continuing Education</u> The contractor will provide services for the following subjects:
 - Education needs Assessment
 - Education Options Assessment
 - Work Force Profile
 - Personal/Financial Planning and Priorities

PERFORMANCE OBJECTIVE 1.

The contractor will provide outplacement services related to Career/Life Assessment, Job Search, Entrepreneurship, and Continuing Education.

PERFORMANCE MEASURES

- 1. Availability of Contractor Outplacement Counselors
- 2. Timeliness

PERFORMANCE EXPECTATION

Contractor will have counselors on DOE-site within two workdays after receipt of delivery order.

- a. Contractor will submit
 Detailed Outplacement
 Schedule to DOE COR within
 two workdays after receipt
 of delivery order.
- b. 100 percent of displaced employees identified per the delivery order are contacted by contractor within three workdays after the Detailed Outplacement Schedule is approved by DOE COR.
- c. 90 percent of all employees are processed through the outplacement system within the time allotted on the Detailed Outplacement Schedule.

3. Quality Survey

90 percent of the Outplacement Customer Satisfaction Survey Questionnaires (received by the contractor) completed and provided directly to the DOE COR will represent that contractor services provided to the employee was rated excellent.

E. Quality Assurance (QA)

The contractor will submit a QA plan within 14 days after task order award to the DOE COR demonstrating how outplacement services related to Career/Life Assessment, Job Search, Entrepreneurship, and Continuing Education will be provided, schedules met, and only the highest quality of services are offered to the DOE employee.

F. Ancillary Labor Services.

The additional ancillary labor services are for work <u>outside</u> the placement services. For example, the Director of a field office would like an assessment of the outplacement needs for a facility <u>prior</u> to placing an order for outplacement services. Such a report can be acquired from the ancillary labor services.

Once placement services have been ordered, additional status meetings or a report concerning the findings of the satisfaction survey questionnaire will not be charged as ancillary services. Such meetings or reports will be included in the fixed-per person price for placement services. All travel for placement and ancillary services is reimbursable in accordance with the Travel Clause. The use of ancillary labor services will be the exception rather than the rule because once placement services are ordered, all work related to that service is included in the fixed-price per person. If there is a question concerning fixed-price per person charges versus ancillary services, please contact the Contracting Officer's Representative (COR) or the DOE Contracting Officer.

G. <u>Schedule for Processing Individuals for Outplacement</u> Services

For each Delivery Order <u>and</u> modification issued to the contractor, the contractor will provide within five calendar days a detailed schedule for processing the individuals through each phase of the placement process. The schedule will be presented to the DOE site coordinator for review, comment, revision and final approval. Work will not begin until the progress schedule has been approved. This schedule will also incorporate a progress payment schedule for the payment of the fixed-per person price placement services.

H. Formal Introduction of Outplacement Services to DOE Sites.

Within 30 days of the award of the task order, the contractor and their placement team will present, in conjunction with the COR, a formal introduction of the available services to each site designated by the DOE COR. All travel will be reimbursed in accordance with the travel clause and the contractor will be responsible for the cost of all labor and materials for the presentations. The contractor is reminded that this contract is provided to all DOE sites on a voluntary basis. The success of the task order is fully the responsibility of the contractor to provide exceptional service over the entire task order term. The contractor will be responsible for the expense of marketing their services after the DOE/contractor presentation at the beginning of the task order. No additional travel expenses will be approved for the marketing of contractor services once the initial meetings have been completed with the COR.

I. Outplacement Customer Satisfaction Survey Questionnaire

Contractor will, as part of the fixed-price per person placement program, provide a customer satisfaction survey questionnaire for each individual in the placement program. This questionnaire will be developed in conjunction with the DOE COR and will be provided to individuals on a frequency established by the COR. The contractor will process the statistical reports, resulting from the questionnaires, in a manner approved by the COR.

J. Outplacement Progress Tracking System

Contractor will, as part of the fixed-price per person placement program develop and maintain a tracking system for monitoring the progress of individuals in the placement program. The contractor may use their existing systems for the tracking system; however, the contractor agrees to provide COR directed, minor data enhancements at no additional cost to DOE.

The weekly report(s) for each Delivery Order for each site must contain, at a minimum, the name of the individual, date of assignment to the task order, position in the process schedule and other data required by the M&O placement coordinator for each Delivery Order. The report to the COR will also be provided weekly.

The contractor will forward a copy of each Delivery Order received under the task order to:
U.S. Department of Energy
Attn: B. Lardizabal, ME-641.2
1000 Independence Avenue, SW
Washington, DC 20585

K. One-Year Outplacement Consultation Service Guarantee

The contractor will guarantee that for a period of <u>one year</u> after placement of an employee, the employee may return to the placement contractor and have access to <u>full</u> services to be placed in another job. During the one-year guarantee the employee may return for services for an unlimited number of consultations. The one-year guarantee period begins the date the employee accepts their <u>first</u> placement. There will be no charge for an employee returning to the contractor for service during the one-year guarantee. This reentry right has a maximum period of up to one year from the expiration date of the task order.

All information in the tracking system, reports, questionnaires and statistics will remain confidential and may not be disclosed outside the performance of this task order. All contractor public release(s) of information concerning this task order must be approved in advance by the DOE COR. Contractor personnel will be required to sign a Confidentiality Certificate.

L. Miscellaneous Requirements:

For class type instruction or guidance the ratio of instructor/counselor to DOE employees will not exceed 1 to 10.

Contractor will be provided DOE on-site classroom and office workspace for the purpose of processing new individuals into the placement program. DOE will provide all DOE on-site furniture and utilities. All other equipment will be the sole responsibility of the contractor. All cost related to the placement services, except travel, must be included in the fixed-per person price.

POSITION DESCRIPTIONS

Training Specialist - The Training Specialist must have a minimum of 7-year experience in the training of people within the placement field. The individuals must at a minimum be expert in providing the following types of training: resume preparation, letter writing, interview techniques, starting your own business, job search on databases, any other training related to placement for large scale downsizing. The individuals must have had experience in large-scale organizational downsizing. Individuals must have exceptional interpersonal skills.

Outplacement Consultant - The Outplacement Consultant must have a degree in the social sciences or related field and have a minimum of seven years experience in performing placement work. Individual must be an expert in the operation of a variety of placement databases. The individual must have an operational knowledge of the Office of Personnel Management's job classification system. Placement background at a minimum must include knowledge market, career counseling, interview techniques, resume writing, job search, networks, starting a new business, etc. The individual must have an experience in large-scale organizational downsizing. Individuals must have exceptional interpersonal skills.

DOE FIELD AND CONTRACTOR HOME PAGES AND DOING BUSINESS PAGES Last Updated: April 10, 2001

These are links to DOE and DOE Contractor HOME PAGES and DOING BUSINESS PAGES across the nation. Included are the Field or Operations Office Home Page, their Doing Business Page, and any contractors for that location.

Check the Operations/Field Office of interest for specific BUSINESS OPPORTUNITIES!

Albuquerque Operations and Major Contractors

Albuquerque Operations Office and Doing Business with the Albuquerque Operations Office

Los Alamos National Laboratory, Sandia National Laboratory and Doing Business with Sandia. *

Chicago Operations

<u>Chicago Operations Office</u> and <u>Doing Business with the Chicago</u> <u>Operations Office</u>

Golden Field Office and Major Contractors

Golden Field Office

The National Renewable Energy Laboratory and Doing Business with the National Renewable Energy Laboratory *

Headquarters Procurement Services

Headquarters Procurement Services

Idaho Operations and Major Contractors

Idaho Operations Office and Doing Business with the Idaho Operations

Office

Idaho National Engineering Laboratory

Bechtel BWXT Idaho, LLC, and Doing Business with Bechtel BWXT Idaho, LLC *

Nevada Operations and Major Contractors

Nevada Operations Office and Doing Business with the Nevada Operations Office

Ohio Field Office and Major Contractors

Ohio Field Office and Doing Business with the Ohio Field Office

Fluor Daniel Fernald has established both <u>Acquisitions</u> and <u>Excess</u>
<u>Property Sales</u> Web sites*

<u>Miamisburg Environmental Management Project (Mound Plant)</u> is operated by BWXT of Ohio, Inc.

Oak Ridge Operations and Major Contractors

Oak Ridge Operations Office and Doing Business with the Oak Ridge Operations Office

Oak Ridge Institute for Science and Education and Doing Business with ORISE

Oak Ridge Associated Universities

Oakland Operations and Major Contractors

Oakland Operations Procurement Office

Lawrence Livermore National Laboratory (LLNL)

Lawrence Berkeley National Laboratory (LBNL), *

National Energy Technology Laboratory

National Energy Technology Laboratory and Doing Business with NETL

Richland Operations and Major Contractors

Richland Operations Office and Doing Business with Richland

Doing Business with the Hanford Site*

Office of River Protection

Office of River Protection

Rocky Flats Field Office and Major Contractors

Rocky Flats Field Office and Doing Business with Rocky Flats

Doing Business with Kaiser-Hill Procurement*

Savannah Rive Operations and Major Contractors

<u>Savannah River Operations Office</u> and <u>Doing Business with the Savannah River Operations Office</u>

The Savannah River Site * and Doing Business with the Savannah River Site

Southeastern Power Administration

The Southeastern Power Administration

Southwestern Power Administration

The <u>Southwestern Power Administration</u> and <u>Doing Business with the Southwestern Power Administration</u>

Western Power Administration

The Western Area Power Administration (WAPA) and Doing Business with WAPA.

^{*} Denotes site is operated by a Department of Energy Contractor. Site may include possible subcontracting opportunities and other good information on how to do business with the contractor!